



ALABAMA DEPARTMENT OF SENIOR SERVICES REQUEST FOR PROPOSALS

(cover sheet)

RFP Number: 2008-ITE-01	RFP Title: IT Vendor Services
RFP Due Date and Time: January 16, 2008 by 5:00 p.m., CDT	Number of Pages: 24

PROCUREMENT INFORMATION

Project Director: Ronald Tanner	Issue Date: December 13, 2007
Phone: (334) 242-5743 Fax: (334) 242-5594 E-mail Address: ron.tanner@adss.alabama.gov Website: http://www.alabamaageline.gov	Issuing Division: Administrative and Finance

INSTRUCTIONS TO VENDORS

Return Proposal to: Ronald Tanner Director, Information Services and Technology Alabama Department of Senior Services RSA Plaza, Suite 470 770 Washington Ave Montgomery, AL 36104	Mark Face of Envelope/Package: RFP Number: 2008-ITE-01 RFP Due Date: January 16, 2008, 5 p.m., CDT
	Special Instructions: None

VENDOR INFORMATION

(Vendor must complete the following and return with RFP response)

Vendor Name/Address:	Authorized Vendor Signature: (Please print name and sign in ink)
Vendor Phone Number:	Vendor FAX Number:
Vendor Federal I.D. Number:	Vendor E-mail Address:
Proposal is original or copy. Indicate: <input type="checkbox"/> Original <input type="checkbox"/> Copy	

Section A. RFP Checklist

1. _____ **Read the entire document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; contract requirements (e.g., contract performance security, performance and/or reporting requirements, etc.).
2. _____ **Note the project director's name, address, phone number and e-mail address.** This is the only person you are allowed to communicate with regarding the RFP and is an excellent source of information for any questions you may have.
4. _____ **Take advantage of the "question and answer" period.** Submit your questions to the project director by the due date listed in the Schedule of Events and view the answers as posted on the WEB. All addenda issued for an RFP are posted on the State's website and will include all questions asked and answered concerning the RFP.
5. _____ **Follow the format required in the RFP** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Do not assume the State or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the State. The proposals are evaluated based solely on the information and materials provided in your response.
7. _____ **Use the forms provided**, e.g., cover page, pricing sheets, equipment requirement listing, etc.
8. _____ **Check the State's website for RFP addenda.** It is the Vendor's responsibility to check the State's website at www.alabamaageline.gov for any addenda issued for this RFP, no further notification will be provided. Vendors must submit a signed cover sheet for each addendum issued along with your RFP response.
9. _____ **Review and read the RFP document again** to make sure that you have addressed all requirements. Refer to Appendix A for Responsiveness Requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
10. _____ **Submit your response on time.** Note all the dates and times listed in the Schedule of Events and within the document, and be sure to submit all required items on time. Late proposal responses are **never** accepted.

This checklist is provided for assistance only and should not be submitted with Vendor's Response.

Section B. Schedule of Events

The following RFP Schedule of Events represents the State's best estimate of the schedule that shall be followed. Except for the deadlines associated with the vendor question and answer periods and the proposal due date, the other dates provided in the schedule are estimates and may be impacted by the number of proposals received. The State reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the RFP website at www.alabamaageline.gov

EVENT	DATE
ITE RFP Issued.....	12/13/07
Deadline for Questions	12/20/07
Answers to Questions Posted Daily by 5 pm CDT.....	12/20/07- 12/27/07
Final Posting of Questions and Answers.....	12/27/07
Proposals Due by 5 pm CDT.....	1/16/08
Evaluation Period.....	1/18/07 – 1/23/08
Contract Award Preliminary Notification	1/24/08
*Legislative Contract Review Committee Meeting.....	2/7/08
Official Contract Award (Approximate)	2/9/08

**By State law, all contracts must be reviewed by the Legislative Oversight Committee. The Committee meets monthly and can, at its discretion, hold a contract for up to 45 days.*

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I. Background

A. Information Technology Enhancement Grant

The Alabama Department of Senior Services (hereinafter sometimes referred to as ADSS, the Agency or the State), as part of its IT enhancement, is seeking to award a contract to a Vendor for the development of web services. A copy of the ADSS grant proposal, called ***IT Enhancement***, is available at www.alabamaageline.gov

This RFP outlines the minimal requirements for the contract. Vendors must submit proposals which outline how the minimal requirements will be met.

B. General Background Information

The Alabama Department of Senior Services (ADSS) is a cabinet level state agency that administers programs for senior citizens and people with disabilities. The department was originally established by the Alabama Legislature in 1957 as the Alabama Commission on Aging. ADSS was established under [Title 38 Chapter 3 of the Code of Alabama](#).

ADSS is charged with carrying out the provisions of the Older Americans Act of 1965, as amended and works closely with the U.S. Administration on Aging to achieve this goal.

ADSS' central office is located at 770 Washington Ave. in Montgomery, Alabama. Central office personnel are responsible for data processing, program management, financial management, program integrity, general support services, professional services, and recipient eligibility services.

All information contained in the Request for Proposal (RFP) and amendments reflect the best and most accurate information available to ADSS at the time of RFP preparation. No inaccuracies in such data shall constitute a basis for change of the payments to the Vendor or a basis for legal recovery of damages, actual, consequential or punitive except to the extent that such inaccuracies are the result of intentional misrepresentation by ADSS.

II. TECHNICAL REQUIREMENTS

The proposal submitted must address all requirements identified in this RFP.

Each vendor proposal must provide the following:

1. A separate table that lists equipment and detail specifications for each item that must be purchased or provided by the State of Alabama in order to successfully implement the proposed solution. The table format is included in Appendix B. The purpose of each item must be also be provided.
2. A separate table that lists software, detail specifications for each item, and the purpose of each item that must be purchased or provided by the State of Alabama in order to successfully implement the proposed solution. The table format is included in Appendix B.

Note: All hardware and software required for the development and deployment will be purchased via an Invitation to Bid (ITB) or through state contract and will be licensed and owned by the State of Alabama. Therefore, hardware and software costs for this purpose must not be included in the total cost of the proposal.

III. SERVICE REQUIREMENTS

ADSS currently has an application, AIMS, which is a Visual Basic 6 client/server application running on the state's intranet, and three .NET applications on the internet. All applications use Microsoft SQL databases containing sensitive data. The .NET applications' databases are in a separate DMZ and the data is replicated to a database inside the network. ADSS seeks proposals to develop code for web services and deploy those services to move the three existing web applications from a two-tiered architecture using replication to a multi-tiered using a single database. Each proposal must comply with the State of Alabama's security policies as outline in Statewide Information Technology Policies Index (<http://isd.alabama.gov/policies/policies.aspx>).

Web Service

ADSS has defined the project phases for the web services as:

1. Needs Analysis
2. Implementation
3. Testing
4. Deployment
5. Documentation

Needs Analysis:

Describe process for Needs Analysis and include types of employees involved.
Also include network and hardware requirements.

Implementation:

Describe Implementation process and specifically security.

Testing:

Describe in detail testing methods to be used.

Deployment:

A plan to move from the current system to web services must be developed.
Describe plan in detail for the deployment of the web services.

Current Application Environment

Application: Web Aims, SHIP

Language: .NET 1.1

Database: SQL Server 2005

Deployed: internet

Application: AlabamaConnect

Language: .NET 2.0

Database: SQL Server 2005

Deployed: internet

IV. IMPLEMENTATION SCHEDULE/DELIVERABLES

A. Schedule of Deliverables

The following Schedule of Deliverables represents the State's anticipated completion of activities through the course of the Project. Vendor's response should acknowledge understanding of the dates and the Project Plan should provide a complete listing of tasks necessary to complete each deliverable. Tasks associated with each deliverable are further described in the sections below.

Vendor is required to submit deliverables E,F,G,H,I for approval five (5) business days prior to due date.

Vendor shall invoice the State based on key deliverables as delineated on the Pricing Sheet in Appendix B. Vendor shall submit to ADSS a detailed invoice for compensation for the deliverable and/or work performed. Payments are dependent upon successful completion and acceptance of described work and delivery of required documentation.

EVENT	DATE
Vendor Meeting with State Staff/Stakeholders (B).....	1/28/08
Submission of Final Project Plan (C).....	2/4/08
Needs Analysis (D).....	2/11/08
Implementation (E).....	3/31/08
Testing (F)	4/21/08
Deployment (G).....	5/5/08
Documentation (H).....	5/19/08

B. Vendor Meeting

The purpose of this meeting will be to ensure a clear and concise understanding of the project scope and timeframes.

C. Submission of Final Project Plan

The Project Work Plan should describe in detail how the project will be managed to successful completion. The plan should detail project organization, staff roles and responsibilities, project objectives, and ADSS involvement.

- Project Work Plan
- Project Schedule
- Project Staffing Plan Project
- Workspace and Facilities Plan

- Communications Plan
- Knowledge Transfer Strategy and Plan

D. Needs Analysis

Vendor will meet with ADSS staff to gather information necessary for code development.

E. Implementation

Vendor will develop code for web services.

F. Testing

Vendor will test code in development environment.

G. Deployment

Vendor will deploy web services live.

H. Submission of Documentation

Documentation will include functional documentation of web services and all existing code affected.

V. PROJECT MANAGEMENT

A. Project Initiation

These are activities that must be completed to ensure that the project starts on a firm foundation and that the stakeholders are actively involved in decision making and direction setting. Vendor's response should describe the following activities based on the implementation schedule.

- Creating a project work plan and project schedule to include a detailed project schedule indicating the various project tasks, the tasks necessary to meet deliverable dates, their duration, estimated start and completion dates, actual start and completion dates;
- Creating a project staffing plan, location of staff for duration of project; an overview of the various positions, skill sets, experience requirements, and percentage of time spent on-site versus off-site;
- Creating a communications plan detailing the Vendor's plan for keeping ADSS informed about project; minimum requirements of a weekly written status report with a bi-weekly face-to-face meeting with additional meetings scheduled as necessary;
- Establishing appropriate workspace and facilities; (NOTE: ADSS can make available a work station if requested)
- Creating knowledge Transfer Strategy and Plan detailing a plan for affecting a thorough knowledge transfer from Vendor staff to State staff.

VI. PRICING

Vendors must use the Price Schedules in Appendix B to submit proposed costs. A statement must be included on each page of the cost that verifies that the prices quoted shall be effective through the end of the contract period. The State shall not be responsible for any expenses of the Vendor. As such, the Vendor must include all expenses, including travel and lodging, when preparing their Cost Proposal.

Note: All proposals must be on a fixed cost basis for specific deliverables with an overall project cost. The overall project cost will be evaluated. No time-and-materials contracts will be considered.

PRICING SCHEDULE 1: FIRM AND FIXED PROJECT COST

The Pricing Schedule Part I must be completed in full and must include both the Total Fixed Project Cost and the project costs allocated to each deliverable. Vendor should also specify each deliverable's percent of total implementation cost. Vendor must include all expenses, including travel and lodging, when preparing their Cost Proposal.

PRICING SCHEDULE 2: HARDWARE AND SOFTWARE

Vendor is required to list all software and hardware that must be purchased by the State of Alabama to successfully implement the proposed solution. Vendor is NOT to list costs in their proposal. This list must include a complete description of the hardware or software, whether it is proprietary, and its purpose.

Note: Per State of Alabama law, the State must purchase any required hardware and software independently of the Vendor's fixed cost proposal process. Thus, the State will independently verify costs and may use the expected cost as part of the evaluation process.

VII. CORPORATE BACKGROUND AND REFERENCES

Vendors must meet the following minimum qualifications for consideration:

- A minimum of three (3) years experience in IT development;
- A minimum of two (2) implementations of web services;
- Previous experience with State of Alabama.

Each vendor proposal must provide a statement of the vendor's background including years in business, staffing, and a profile of current customers. Vendor must also provide information on the contracts that meet the minimum qualifications including an overview of the system(s) and contact information. In addition to this statement, the company's most recent balance sheet must be included along with the completed worksheet below.

A. Company Information

Company Name			
Address			
Telephone			
Web Address			
# of years in IT services business			
# of web service implementation			
Company Contacts	Name	Phone	Email
Business Contact:			
Technical Contact:			

B. Subcontractor(s)

For each proposed subcontracting firm, the Vendor shall provide the following information (referencing the subsections in sequence):

- Subcontracting firm name;
- Complete address of the subcontractor;
- Project tasks to be conducted by the subcontractor;
- Percentage of total project and task-specific work the subcontractor will be providing;
- A written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor will render the services required by the contract.

C. Client References

Vendor shall provide a minimum of three (3) references for projects of similar size and scope for which the Vendor served as the prime contractor or system developer and implementer. These references may be contacted to verify Vendor's ability to perform the contract. The State reserves the right to use any information or additional references

deemed necessary to establish the ability of the Vendor to perform the conditions of the contract. Negative references may be grounds for proposal disqualification.

For each reference, the Vendor shall provide (referencing the subsections in sequence):

- The company name of the reference;
- The location where the services were provided (city, state);
- Primary and secondary contact name, title, telephone number, and e-mail address of the client reference;
- A complete description of the project;
- Description of the Vendor's role in the project;
- Beginning and end dates of the project;
- Maximum number of Vendor staff assigned to project at one time.

VIII. SUBMISSION REQUIREMENTS

A. Authority

This RFP is issued under the authority of Section 41-16-72 of the Alabama Code and 45 CFR 74.40 through 74.48. The RFP process is a procurement option allowing the award to be based on stated evaluation criteria. The RFP states the relative importance of all evaluation criteria. No other evaluation criteria, other than as outlined in the RFP, will be used.

In accordance with 45 CFR 74.43, the State encourages free and open competition among Vendors. Whenever possible, the State will design specifications, proposal requests, and conditions to accomplish this objective, consistent with the necessity to satisfy the State's need to procure technically sound, cost-effective services and supplies.

B. Single Point of Contact

From the date this RFP is issued until a Vendor is selected and the selection is announced by the Project Director, all communication must be directed to the Project Director in charge of this solicitation. **Vendors must not communicate with any State staff or officials regarding this procurement with the exception of the Project Director.** Any unauthorized contact may disqualify the Vendor from further consideration. Contact information for the single point of contact is as follows:

Project Director: Ron Tanner, Director
Information Services and Technology
Address: Alabama Department of Senior Services
RSA Plaza, Suite 470
770 Washington Avenue
Montgomery, Alabama 36104
Telephone Number: (334) 242-5743
Fax Number: (334) 242-5594
E-Mail Address: ron.tanner@adss.alabama.gov

C. RFP Documentation

All documents and updates to the RFP including, but not limited to, the actual RFP, questions and answers, addenda, etc, will be posted to the Agency's website at www.alabamaageline.gov.

D. Questions Regarding the RFP

Vendors with questions requiring clarification or interpretation of any section within this RFP must submit questions and receive formal, written replies from the State. Each question must be submitted to the Project Director via email and provide clear reference to the section, page, and item in question. Questions and answers will be posted on the website daily as shown on the Schedule of Events.

E. Adherence to Specifications and Requirements

Vendor should submit a statement stating that the Vendor has an understanding of and will comply with the specifications and requirements described in this RFP.

F. Confidentiality

Vendor shall treat all information, and in particular information relating to individuals that is obtained by or through its performance under the RFP, as confidential information. Vendor shall not use any information so obtained in any manner except as necessary for the proper discharge of its obligations and rights under this RFP.

G. Security and Release of Information

Vendor shall take all reasonable precautions to ensure the safety and security of all information, data, procedures, methods, and funds involved in the performance under the RFP, and shall require the same from all employees or subcontractors so involved. Vendor shall not release any data or other information without prior written consent of ADSS. This provision covers both general summary data as well as detailed, specific data.

H. Indemnification

Vendor shall hold harmless, defend and indemnify the State as to any penalties or federal recoupment and any interest incurred by reason due to the fault of Vendor. Vendor shall be liable and agrees to be liable for and shall indemnify, defend, and hold the State and its officers, employees and agent harmless from all claims, suits, judgments or damages, including court costs and attorney fees, arising out of or in connection with this RFP due to negligent or intentional acts of omissions of the Vendor and/or any subcontractors. Vendor shall hold the State harmless from all subcontractor liabilities under the terms of this contract.

I. Mandatory Requirements

All requirements set forth in this procurement are considered mandatory. To be eligible for consideration, a Vendor's proposal must meet all requirements in this RFP. The State will determine whether a Vendor's RFP response complies with the requirements.

RFP responses that do not meet all requirements listed in this RFP may be subject to point reductions during the evaluation process or may be deemed non-responsive.

J. Order of Precedence

The terms and conditions of the RFP document constitute the basis for this procurement and any resulting contract. This RFP and the accepted proposal will become part of any agreement between the parties.

Any ambiguity or inconsistency among those documents shall be resolved by applying the following order of precedence:

1. Contract document, including any amendments;
2. The RFP and its appendices, including any addenda; and
3. The Contractor's proposal submitted in response to the RFP.

K. Vendor's Signature

The proposal must be accompanied by the RFP Cover Sheet signed in ink by an individual authorized to legally bind the Vendor. The Vendor's signature on a proposal in response to this RFP guarantees that the offer has been established without collusion and without effort to preclude the State from obtaining the best possible supply or service. Proof of authority of the person signing the RFP response must be furnished upon request.

L. Offer in Effect for 90 Days

A proposal may not be modified, withdrawn or canceled by the Vendor for a 90-day period following the deadline for proposal submission as defined in the Schedule of Events, or receipt of best and final offer, if required, and Vendor so agrees in submitting the proposal.

M. State Not Responsible for Preparation Costs

The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the State are entirely the responsibility of the Vendor. The State is not liable for any expense incurred by the Vendor in the preparation and presentation of their proposal or any other costs incurred by the Vendor prior to execution of a contract.

N. State's Rights Reserved

While the State has every intention to award a contract as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the State to award and execute a contract. Upon a determination such actions would be in its best interest, the State, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all of the proposals submitted in response to this RFP;
- Change its decision with respect to the selection and to select another proposal;
- Waive any minor irregularity in an otherwise valid proposal which would not jeopardize the overall program and to award a contract on the basis of such a

waiver (minor irregularities are those which will not have a significant adverse effect on overall project cost or performance);

- Negotiate with any Vendor whose proposal is within the competitive range with respect to technical plan and cost;
- Adopt to its use all, or any part, of a Vendor's proposal and to use any idea or all ideas presented in a proposal;
- Amend the RFP (amendments to the RFP will be made by written addendum issued by the State and will be posted on the RFP website);
- Not award any contract.

O. Organization of Proposal

Vendors are encouraged to review Appendix A as a checklist to make sure that their proposal contains all relevant information. It is not necessary to submit a copy of Appendix A with the proposal.

Proposals must be in the following order:

- Overview
- Technical Requirement
- Service Requirement
- Understanding of Implementation Schedule and Deliverables
- Project Management Plan
- Corporate Background
- Pricing

P. Page Limit

Proposals are limited to no more than 25 pages, front and back. Attachments cannot exceed 25 pages front and back. There should be no more than 50 total sheets of paper submitted. Each response (including all copies thereof) shall be 1) clearly page-numbered on the bottom (center or right) of each page, 2) submitted in three-ring binders no larger than 2", and 3) use 8.5 x 11-inch paper and two (2)-sided copies. A type size of 11 points or larger shall be used.

Brochures or other presentations beyond that sufficient to present a complete and effective response are not desired. Audio and/or videotapes are not allowed. Elaborate artwork or expensive paper is not necessary or desired.

Q. Failure to Comply with Instructions

The State may deem non-responsive, and thus disqualify from further consideration, any proposal that does not follow the instructions set out in this RFP or is missing any requested information.

R. Multiple Proposals

Vendors may only participate in a single proposal in response to this RFP, either as prime contractor or subcontractor. If multiple proposals are received in which a Vendor

is proposed as either prime or subcontractor, all proposals including said Vendor will be deemed non-responsive and excluded from consideration.

S. Price Sheets

Vendors must respond to this RFP by utilizing the Vendor Price Sheets found in Appendix B. These price sheets will be used as the primary representation of each Vendor's cost/price and will be used extensively during proposal evaluations. Additional information should be included as necessary to explain in detail the Vendor's cost/price.

T. Submission of Proposals

Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to ITE-2008-01. Proposals must be sent to the attention of the Project Director and received at the Agency as specified in the Schedule of Events. It is the responsibility of the Vendor to ensure receipt of the Proposal by the date specified in the Schedule of Events.

U. Copies Required

Vendors must submit one original Proposal with original signatures in ink and 2 hard copies, plus one electronic (Word format) copy of the Proposal on CD, jumpdrive or disc clearly labeled with the Vendor name.

Facsimile or electronic responses to requests for proposals will NOT be accepted.

V. Late Proposals

Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Vendor's sole risk to assure delivery at the Agency by the designated time. Late proposals will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.

IX. EVALUATION AND SELECTION PROCESS

A. Initial Classification of Proposals as Responsive or Non-responsive

All proposals will initially be classified as either "responsive" or "non-responsive". Proposals may be found non-responsive at any time during the evaluation process or contract negotiation if any of the required information is not provided; or the proposal is not within the plans and specifications described and required in the RFP. If a proposal is found to be non-responsive, it will not be considered further.

Proposals failing to demonstrate that the Vendor meets the mandatory requirements listed in Appendix A will be deemed non-responsive and not considered further in the evaluation process (and thereby rejected).

All proposals must meet the minimum requirements specified to be considered.

B. Determination of Responsibility

The Project Director will determine whether a Vendor has met the standards of responsibility. In determining responsibility, the Project Director may consider factors such as, but not limited to, the vendor's specialized expertise, ability to perform the work, experience and past performance. Such a determination may be made at any time during the evaluation process and through contract negotiation if information surfaces that would result in a determination of non-responsibility. If a Vendor is found non-responsible, a written determination will be made a part of the procurement file and mailed to the affected Vendor.

C. Evaluation of Proposals

The evaluation committee will evaluate the remaining proposals and recommend whether to award the contract to the highest scoring Vendor or, if necessary, to seek discussion/negotiation of a best and final offer in order to determine the highest scoring Vendor. All responsive proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, the State may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors. These scores will be used to determine the most advantageous offering to the State.

D. Completeness of Proposals

Selection and award will be based on the Vendor's proposal and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested by the State in this RFP. Information or materials presented by Vendors outside the formal response or subsequent discussion/negotiation of a "best and final offer," if requested, will not be considered, will have no bearing on any award, and may result in the Vendor being disqualified from further consideration.

E. Opportunity for Additional Information

The State reserves the right to contact any Vendor submitting a proposal for the purpose of clarifying issues in that Vendor's proposal. Vendors should clearly designate in their proposal a point-of-contact for questions or issues that arise in the State's review of a Vendor's proposal.

F. Best and Final Offer

The "Best and Final Offer" is an option available to the State under the RFP process, which permits the State to request a "best and final offer" from one or more Vendors if additional information is required to make a final decision. Vendors may be contacted asking that they submit their "best and final offer," which must include any and all discussed and/or negotiated changes. The State reserves the right to request a "best and final offer" for this RFP, based on price/cost alone.

G. Evaluation Criteria

The evaluation committee will review and evaluate the offers according to the following criteria based on **a maximum possible value of 100 points**. The **References, Vendor**

Profile and Experience, and Vendor Solutions portions of the offer will be evaluated based on the following Scoring Guide, while the **Cost Proposal** will be evaluated based on the formula set forth below:

Category	RFP Section	Point Value
References		Pass/Fail
A. References Included with Vendor's Response	VII.C.	
Mandatory Vendor Requirements		Pass/Fail
A. Vendor Experience Minimums Met & Documented	VII	
Vendor Profile and Experience		10 % of points for a possible 10 points
A. Years and Applicability of Experience	VII	10
Vendor Solutions		50% of points for a possible 50 points
A. System Requirements	III	40
D. Project Management	V	10
Cost Proposal		40% of points for a possible 40 points
A. Cost Proposal	23	40

H. Evaluation and Selection Process

The evaluation process is designed to award the contract to the Vendor with the best combination of attributes based upon the evaluation criteria including, but not limited to, cost.

The Project Director shall manage the proposal evaluation process and maintain proposal evaluation records. The evaluation committee comprised of State staff shall be responsible for evaluating proposals. The sequence of events in the scoring process will be as follows:

- Removal of non-responsive or responsible proposals;
- Committee evaluation and scoring of responsive Vendor proposals to determine technical score;
- Project Director scoring of responsive Cost Proposals;
- Merging of Vendor Technical Proposal scores and Cost Proposal scores;
- Recommendation of Award.

Each member of the Evaluation committee shall evaluate all assigned areas and allocate points independent of other committee member input. Each evaluator shall use only whole numbers for scoring proposals.

The State reserves the right, at its sole discretion, to request clarifications of Vendor Informational Requirements or to conduct discussions for the purpose of clarification with any or all Vendors. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the evaluation committee. If held, the discussion shall be after initial evaluation of Vendor qualifications. If clarifications are made as a result of such discussion, the Vendor shall put such clarifications in writing.

I. Evaluation: Cost Proposal Scoring

Independent of the Vendor Technical Proposal Evaluation, the Project Director shall calculate scores for each Cost Proposal according to the following:

Lowest overall cost receives the maximum allotted points (40). All other proposals receive a percentage of the points available based on their cost relationship to the lowest cost.

Example: Total possible points for cost are 40.

Vendor A's cost is \$20,000.

Vendor B's cost is \$25,000.

Vendor A would receive 40 points,

Vendor B would receive 40 points ($\$20,000/\$25,000 = 80\% \times 40 \text{ points} = 32$).

$$\frac{\text{Lowest Responsive Offer Total Cost}}{\text{This Vendor's Total Cost}} \times \text{Number of Available Points} = \text{Award Points}$$

APPENDIX A: PROPOSAL COMPLIANCE CHECKLIST

NOTICE TO VENDOR:

It is highly encouraged that the following checklist be used to verify completeness of Proposal content. It is not required to submit this checklist with your proposal.

Vendor Name

Project Director

Review Date

*Proposals for which **ALL** applicable items are marked by the Project Director are determined to be compliant for responsive proposals.*

*The Evaluation Committee must review any applicable items that are **not** marked to determine if:*

- *the proposal sufficiently meets basic requirements;*
- *the State shall request clarification(s) or correction(s); or,*
- *the State shall deem the proposal non-responsive and reject it.*
-

*The Proposal Evaluation Team must attach a written determination for each applicable item that is **NOT** marked.*

<input checked="" type="checkbox"/> IF CORRECT	BASIC PROPOSAL REQUIREMENTS
<input type="checkbox"/>	1. Physical Format and Section Content conforms to Requirements
<input type="checkbox"/>	2. Vendor's proposal received on time at correct location.
<input type="checkbox"/>	3. Required number of Vendor Proposal copies received.
<input type="checkbox"/>	4. Vendor submitted proposal in an electronic format.
<input type="checkbox"/>	5. The Proposal includes a completed and signed RFP Cover Sheet.
<input type="checkbox"/>	6. The Proposal is a complete and independent document, with no references to external documents or resources.
<input type="checkbox"/>	7. Vendor submitted signed acknowledgement of any and all addenda to RFP.
<input type="checkbox"/>	8. Each Proposal section is structured and labeled based on the proposal organization outlined in the RFP.

<input type="checkbox"/>	9. The Proposal includes written confirmation that the Vendor understands and shall comply with all of the provisions of the RFP.
<input type="checkbox"/>	10. The Proposal includes a brief Statement attesting that it meets all mandatory Vendor requirements.
<input type="checkbox"/>	11. The Proposal includes 3 client references (with all identifying information in specified format and order).
<input type="checkbox"/>	12. The Proposal includes a corporate background.
<input type="checkbox"/>	13. The Proposal includes a detailed listing of equipment necessary.
<input type="checkbox"/>	14. The Proposal includes a detailed listing of software necessary.
<input type="checkbox"/>	15. The Proposal includes a narrative of the Vendor's proposed Project Management methodology with a Project Plan including deliverables.
<input type="checkbox"/>	16. The Proposal includes completed and signed Price Sheets.

APPENDIX B: PRICING SHEETS

Pricing Schedule 1: Firm and Fixed Costs

Fixed costs effective through September 30, 2008	
Company:	Date:
Authorized Signature:	

	Deliverable/Event	Fixed Cost	Percent of Total Implementation Cost	May Not Exceed
C	Submission of Final Project Plan			5%
D	Needs Analysis			5%
E	Implementation			25%
F	Testing			25%
G	Deployment			25%
H	Documentation			15%

Total Firm and Fixed Price

NOTE: Alpha characters refer to specific deliverables described in Section IV.

Pricing Schedule 2: Hardware and Software

Manufacturer's Name, Model, Version, etc.	Proprietary (Y/N)	Purpose
Hardware (List the cost of all hardware components separately):		
Software (Include DBMS, Development Tools, etc.):		